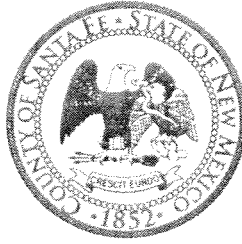


**Daniel "Danny" Mayfield**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

August 13, 2013

**To:** Mark Lujan, ASD/Risk Management

**From:** Bill Taylor, ASD/Purchasing

**Subject:** ***Declaration of Emergency Determination***

---

On August 7, 2013 mold was discovered in the walls and floors of the restroom area and adjacent office at the Santa Fe County Human Resources Office located at 949 W. Alameda Street in Santa Fe, New Mexico. The building was vacated due to health and safety concerns for the staff and the public.

On August 10, 2013 Santa Fe County received a request from Risk Management to declare an emergency condition for the mold remediation. This memorandum declares the emergency condition exists pursuant to 13-1-127 due to the immediate threat to health and safety of the public and staff.

A purchase order has been processed regarding the subject remediation project.

Contractor Name:	Paul Davis Restoration of Northern New Mexico
Scope of Work	Mold Remediation in the restroom and office areas at 949 W. Alameda, Santa Fe New Mexico  1,248 SF of walls, 461 SF of floor area, 950 SF of exterior wall area.
Price:	\$6,311.41 w/ GRT

***Determination:***

Pursuant to NMSA 1978, 13-1-127 Santa Fe County Purchasing Division has determined that an emergency condition justifies the emergency procurement for services to remediate the mold in the subject area to address the emergency condition described.

## Santa Fe County / Purchasing Division

142 W. Palace Ave.  
Santa Fe, NM 87501  
(505) 986-6354

### REQUEST FOR DECLARATION OF EMERGENCY PROCUREMENT

To facilitate the process and obtain a complete request for emergency assistance, please provide the following: *completed form and detailed memo of justification to: Bill Taylor, Procurement Manager, SFC, (505) 986-6373, or mail original to above address, or e-mail to wtaylor@santafecounty.org.*

Submittal of DOE request does not constitute an emergency situation. Request will be reviewed and verified by the Procurement Manager, if possible, and determination made on options, which best suits your needs.

Date of Request August 13, 2013

Person Making Request & Title Mark Lujan, Risk Manager

Department & Agency Administrative Service Department

Ph. (505) 992-9884

Cell (505)

Fax (505) 992-9895

Building Name Human Resources

Physical Address 949 W. Alameda Street

City & Zip Code Santa Fe, NM 87501

Other Tenant(s) in Building Human Resources Staff and Administrative Services Staff

Information surrounding the emergency situation (include the following: *describe the problem in detail*; indicate times, dates and extent of damages; has any action been taken? any other information which will help determine this request qualifies as an emergency)

On August 7, 2013 it was discovered that mold was in the walls and floor areas of the men's and women's restrooms and the adjacent office to the men's room. A certified contractor was dispatched out to determine the extent of the damage. It was determined that the building was to be vacated temporarily due to health and safety issues. I am requesting that a Purchase Order be processed in order for the contractor to proceed with the abatement of the mold in the building which will keep current renovations on track to complete the

project.

(√ one)

- 2 of 2